

Army Pamphlet 55-20
N6298077PT7GPLG
AFP 35-55
NAVMC 2671

TEMPORARY DUTY TRAVEL

UNIFORMED SERVICES PERSONNEL TRAVEL AND TRANSPORTATION

Headquarters
Departments of the Army, the Navy,
the Air Force and the Marine Corps
Washington, DC
15 November 1977

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 55-20/ N6298077PT7GPLG/AFP 35-55/NAVMC 2671
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Not applicable.

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RESERVED

FOREWORD

This pamphlet is for general information for members of the uniformed services who perform temporary duty (TDY) travel under official Government travel orders. This includes:

- Official assignments for a temporary period away from your permanent duty station in connection with Government business.
- Attendance at approved training courses, meetings, and conferences.
- Duty as a witness in connection with your official Government position or to participate in security hearings.
- Other officially approved situations as authorized in agency's regulations.

When you perform official travel for the United States Government, you are reimbursed for allowable travel expenses under governing laws and regulations. Some expenses are reimbursed on an actual cost basis; other expenses are reimbursed on a flat rate basis in lieu of actual expense. This pamphlet explains how you are reimbursed for different kinds of expenses.

You are expected to exercise the same care in incurring expenses as a prudent person would if traveling on personal business. When you return to your permanent duty station prepare and submit your travel claim voucher(s) as quickly as possible. This will provide for prompt settlement of your claim.

Part One of the pamphlet includes "General Information For All TDY Travelers." "Additional Information For Oversea Travelers" follows in Part Two while a "Glossary of Common Travel Terms" appears in the glossary.

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UNIFORMED SERVICES PERSONNEL TRAVEL AND TRANSPORTATION

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History. This publication has been organized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This pamphlet is issued for the information and guidance of members of the uniformed services. It is not intended as a replacement for the Joint Travel Regulations, Volume I, which is the official regulation governing travel and transportation allowances of uniformed members. It is issued under the authority of the Secretaries of the Army, the Navy, and the Air Force.

Applicability. Not applicable.

Proponent and exception authority.

This pamphlet is issued under the authority of the Secretaries of the Army, the Navy, and the Air Force.

Interim changes. Not applicable.

Suggested Improvements. Not applicable.

Distribution. Army:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for DA Pamphlets, Transportation and Travel B.

Air Force: F

Marine Corps: MARCORPS CODE A

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Glossary

Part One

GENERAL INFORMATION FOR ALL TDY TRAVELERS

1-1. Travel Orders

Your travel order is the key to an authorized temporary duty assignment. Normally a travel order is issued in writing prior to travel; however, verbal orders that are later confirmed in writing are sometimes used. Follow your orders carefully, and make sure that you understand all instructions or limitations. You should complete your travel plans promptly and arrange for your departure as required by your orders.

1-2. Getting Ready To Go

Duty time is authorized to make arrangements for your trip, such as picking up your orders, requesting and obtaining an advance travel payment, and making arrangements for transportation. Taking time off to do so, however, should be arranged with permission of your supervisor.

1-3. Advance of Funds

An advance of travel allowances may be obtained when necessary. The advance that you receive will be an amount equal to the estimated expenses you will incur on your trip. Advances should not be requested for trips of short duration unless substantial outlay of personal funds would otherwise be required. After completion of the travel, you should submit your claim as soon as possible. If your advance exceeds the accrued allowances, you are required to refund the excess amount. If the accrued allowances exceed the advance, the difference will be paid to you.

1-4. Routing and Cost of Transportation

Transportation officers who issue transportation requests for your use on common carriers or arrange travel by Government facilities, determine the route to be used. In the event you desire more expensive accommodations or an indirect route for personal reasons (such as taking leave in conjunction with TDY), then you must pay the additional cost to the carrier at the time you exchange your transportation request for a ticket(s). Such additional costs will not be refunded to you upon completion of travel.

1-5. Commercial Transportation

DOD policy requires the use of the least costly service which will permit satisfactory accomplishment of the mission. When a transportation request (T/R) is not available at the time and place required you may elect to receive reimbursement for the actual cost of transportation for the mode of transportation authorized and actually used. If a T/R is available and the cost of transportation is less than \$100 you may elect not to use a T/R and request reimbursement for the cost of your ticket. If the cost of your ticket exceeds \$100 and you chose not to use a T/R, then your reimbursement may not exceed what the Government would have paid for the ticket.

1-6. Baggage

The amount of baggage you can take with you depends on the mode of transportation you use. Ticket agents or travel representatives can advise you how much free baggage is authorized. Any baggage weight that exceeds that carried free on a ticket is classed as excess. You pay the cost for any excess baggage except when it is authorized in a travel order or when written explanation attached to your travel claim is approved. Receipts should be obtained when the cost of excess baggage exceeds \$15.

1-7. Privately Owned Conveyances

If it is determined that the use of a privately owned conveyance is more advantageous to the Government and you travel by that means, you will receive 7 cents per mile for the official distance plus a per diem for the necessary travel time en route. If privately owned conveyance is not more advantageous to the Government (and you use it for your own personal convenience) you will still be entitled to 7 cents per mile for the official distance; however, your per diem for the travel time may not exceed the time it would have taken an air or surface common carrier (whichever more nearly meets the requirements of the orders and is more economical to the Government) to complete the journey. Other uniformed members on temporary duty may accompany you in your privately owned conveyance and be entitled to per diem and to a 7 cents per mile monetary allowance in lieu of transportation.

1-8. Taxis and Airport Limousines

Taxis can be used between places of residence, lodging, or place of duty at the permanent or temporary duty station, and stations, or local terminals of the mode of transportation used; between carrier terminals when necessitated by a change in the mode of transportation; from carrier terminals to lodging and return when required by transportation delays en route which are beyond the control of the member. Members in a temporary duty status may be reimbursed for the usual airport limousine service fares between an airport and the airport limousine terminal. Reimbursement of 15 cents for tips is authorized when the fare is less than \$1 or 15 percent of the fare for greater amounts.

1-9. Special Conveyances

The use of a special conveyance such as rented or hired automobiles, and boats may be authorized or approved by the official directing the travel. An aircraft is also considered a special conveyance and its use may be authorized or approved for single flights between two or more points if arrangements for hiring the aircraft are made by an authorized transportation officer. The expenses for the use of a special conveyance so authorized or approved are reimbursable if your claim is supported by a receipt showing the cost of the special conveyance, the service rendered, the rate of compensation by the day, hour, or other unit.

1-10. Per Diem Within CONUS

A per diem of \$16 for food and incidentals plus the average cost of lodging, not to exceed \$35 per day, is prescribed for periods of travel and temporary duty within the United States. Per diem is a daily allowance designed to offset the cost of lodging, meals and incidental expenses related thereto, such as tips to bellboys, maids, porters and baggagemen at hotels, pressing, drycleaning and articles for personal comfort and appearance. Other official expenses are reimbursable and are described later in the pamphlet under "What Can Be Claimed On A Travel Voucher." You will be required to state on your travel voucher the total actual cost paid for lodging during a temporary duty period. The paying official is responsible for determining the average amount paid for lodging. Receipts for lodging are required to be submitted with your voucher. Deductions will be made from the total per diem allowance for meals available in a Government mess at the TDY station, for meal times at the permanent station prior to departure and after return to the permanent duty station (meal times are 0600, 1200 and 1800), and for non-Government meals furnished at no cost to the traveler. Per diem is not authorized for TDY at your permanent duty station, at your home, or for time spent on leave during your TDY assignment. Neither is per diem authorized when your travel is interrupted for your own convenience or when you travel by an indirect route; however, you may be paid per diem not to exceed that which would have been paid for uninterrupted travel by the usually traveled route.

1-11. Actual Expense—Unusual Duty Assignments

Instead of being paid per diem, you may request that your actual expenses be reimbursed when temporary duty is for an unusual duty assignment. These requests are approved on an individual basis by the Per Diem, Travel and Transportation Allowance Committee, when the unusual nature of the conditions that will be encountered on the assignment are such that actual and necessary meal and lodging costs will exceed the applicable per diem allowance by 10 percent or more or when the traveler has no alternative but to incur lodging costs which absorb all or nearly all of the maximum per diem allowance. If the request is approved, you may be reimbursed for actual daily expenses not to exceed \$50.

1-12. Actual Expense Allowance—High Cost Areas

There are currently 22 cities designated in the United States as high cost areas where the maximum daily expense amount payable runs from \$39 to \$50. If you travel to these cities on temporary duty you will be reimbursed on an actual expense basis not to exceed the amount specified for that particular city unless you elect to be paid on a per diem basis which will be limited to \$35 per day. Receipts will be required for lodging to support your travel voucher unless it is impracticable to obtain them or unless they have been inadvertently destroyed, in which case a statement to that effect will be furnished. Reimbursement on an actual expense basis may be approved after travel has been performed.

1-13. Use of Government Quarters and Other Facilities

Generally, when Government quarters and/or mess are available, their use is required. Exceptions to this requirement are (1) When the order issuing authority, either prior to or subsequent to the travel involved, issues a statement to the effect that utilization of such facilities would adversely affect the performance of the assigned mission, or (2) when the commander (or his designated representative) who is responsible for existing Government facilities at the temporary duty or delay point furnishes a statement to the effect that utilization of existing Government facilities is impracticable. Your statement as to nonutilization of Government quarters and mess has the same effect as a statement of non-availability issued by the commander or his designated representative only for periods of travel en route, for any period of temporary duty or delay of less than 24 hours duration, and when officers in pay grades O-7, O-8, O-9 and O-10 state that their use of existing Government quarters was not considered to be in the best interest of the Government.

1-14. Discount and Tax Exemptions on Rooms and/or Meals

Many hotels, motels and/or restaurants allow discounts for uniformed services travelers for room or meals, or both. You should inquire when registering and/or when checking out or paying your bill to take maximum advantage of these discounts.

1-15. Important TDY Reminders

Inform friends and relatives where and how to reach you in case of an emergency. Arrange for someone to take care of your personal affairs during an extended period of absence. Have your mail forwarded to you at your temporary

duty address for an extended TDY period. You should consider leaving a power of attorney with a trustworthy person such as a spouse, to assist in taking care of your personal affairs during TDY.

1-16. Unexpected Delay, Illness, or Injury

If you are delayed, become sick, or suffer an injury while on TDY, notify the proper office at your temporary duty station or your official duty station, as appropriate. If illness or injury occurs when you are near or on a US Government installation, report to the local military dispensary or hospital.

1-17. Temporary Duty Records

Keep a detailed daily travel record while on TDY. It should include—

- a.* Place of departure, date and local time (2400 clock),
- b.* Place of arrival, date and local time (2400 clock) and reason for stop,
- c.* Mode of travel used (air, auto, rail, ship or bus),
- d.* Transportation used (transportation request, Government transportation, common carrier at own expense, privately owned conveyance, special conveyance),
- e.* Daily mileage when driving own vehicle,
- f.* A record of the dates that Government quarters or commercial quarters were used and the amount paid for those quarters each day,
- g.* Meals available at Government facilities,
- h.* Non-Government meals furnished at no cost.
- i.* Cost of taxis, tips, checking and transfer of baggage, ferry, fares, road, bridge, and tunnel tolls when traveling by a Government conveyance or special conveyance, official telephone and telegraph calls, cost of travelers checks, etc.

1-18. Filing Your Income Tax

Travel and certain other expenses incurred during TDY may be tax deductible if they exceed reimbursement. Likewise, reimbursement in excess of expenses may be taxable. A good expense record may be invaluable when it comes time to file your income tax returns.

1-19. What Can Be Claimed on a Travel Voucher

As soon as possible after return to your permanent duty station, complete your travel voucher. Get assistance from your administrative personnel in the event you need help in completing the voucher. Enter any travel advances on the voucher, attach receipts when required, your hard copy of the T/R, and any unused tickets or transportation requests and submit your claim for settlement. Penalty checks from airlines for failure to provide confirmed reserved space should be attached to your voucher and submitted with your claim. Normal items that can be claimed on a travel voucher include—

- a.* Per diem,
- b.* Monetary allowance in lieu of transportation,
- c.* Taxi fares including 15 percent tip,
- d.* Cost of checking and transfer of baggage,
- e.* Cost of transportation to or from carrier terminals,
- f.* Cost of shipment of excess baggage when authorized or approved,
- g.* Cost of special conveyances when authorized or approved,
- h.* Ferry fares, road, bridge, and tunnel tolls when traveling by a Government or special conveyance,
- i.* The cost of travelers checks or similar instruments purchased by you for normal expenses incurred incident to temporary duty provided the total value of such instruments is not more than the per diem and travel expenses administratively estimated for the ordered travel,
- j.* Expenses of operating a Government conveyance (oil, gasoline, and parking fees),
- k.* Registration fees,
- l.* Communication services, and
- m.* Entry fees, boarding taxes and similar fees.

Receipts should be obtained for all reimbursable items of expense in excess of \$15. Failure to produce a receipt for items in excess of \$15 may result in denial of claim, unless a full explanation is attached to your voucher explaining why a receipt was not obtained.

Part Two

ADDITIONAL INFORMATION FOR OVERSEA TRAVELERS

If you are to travel to, from, or between oversea areas, this Part is of special interest to you. It applies to temporary

duty performed outside the continental United States. The general information in Part One applies to all travelers and should be referred to in addition to this Part.

2-1. Travel Orders

Your travel order contains information concerning your temporary duty in overseas areas. It may include the following items in addition to those in Part One:

- a.* Immunization requirements,
- b.* Point of embarkation and time of departure,
- c.* Mode of travel.

2-2. Getting Ready To Go

Check with the order issuing authority whether a passport and/or a visa is required for travel to a foreign country. Duty time is authorized to make application for a passport or a visa and to make arrangements for transportation overseas.

2-3. Physical Examinations and Immunizations

You may be required to take a special physical examination prior to entry into a foreign country. Coordination with the order issuing authority will determine what immunizations are required prior to entry into the overseas area.

2-4. Passports and Visas

If you are making a trip outside the United States, one of the first things you must do is to find out if a passport and a visa are required. If a passport is required you will need passport photos, birth certificate, or an acceptable substitute, before your passport can be issued. Make application for a passport and visa in sufficient time so that these documents will arrive before your expected departure date. Passports and immunizations records should be kept with you while traveling outside the United States.

2-5. Transportation

Air transportation is the primary mode of travel used by military members traveling on TDY to, from, and between overseas areas since it results in the lowest overall cost.

2-6. Use of Foreign Carriers

When Government transportation is not utilized on temporary duty and travel is authorized by commercial airlines, you are required to use a certificated air carrier (US carriers holding certificates under Section 401 of the Federal Aviation Act of 1958, 49 U. S. Code 1371 (1970)) for all transportation in foreign areas. When a certificated air carrier is not available, a transportation or other appropriate officer may authorize or approve the use of a foreign air carrier. You may use a vessel of foreign registry when the order issuing authority determines that use of vessels of United States registry would interfere with or prevent the performance of official business or when a transportation officer determines that vessels of United States registry were not available. Be sure to obtain a copy of the certificate of nonavailability of US flag carriers from the issuing authority. A copy of this certificate must be attached to your travel voucher.

2-7. Per Diem Allowance Outside CONUS

Per diem allowances for overseas temporary duty are based on rates established by the Per Diem, Travel and Transportation Allowance Committee. The per diem rate is 50 percent (for meals and incidentals) of the travel per diem rate prescribed for the country in the JTR, Appendix A, plus the average cost of lodging within each locality, not to exceed the prescribed per diem rate for that locality (app A). Meals available in a Government mess reduce the per diem allowance for that day by 14 percent of the locality per diem rate for each such meal.

2-8. Special Per Diem Allowance

If you travel outside the United States on temporary duty you may be authorized a special per diem allowance in lieu of the regular per diem rates specified in the JTR, appendix A. Special per diem allowances are prescribed in the JTR, appendix F, and are authorized for travel and temporary duty where through conditions beyond the control of the member the anticipated expenses of the travel can be demonstrated to be in excess of the authorized per diem to an extent that financial hardship will result unless relief in the form of higher allowances is authorized. Special per diem allowances may be authorized in advance or approved after the travel is completed. The rules for computation of regular per diem are applicable also to special per diem.

2-9. What Can Be Claimed On a Travel Claim Voucher

In addition to the items listed in Part One of this pamphlet, you can claim—

- a.* Fees in connection with the issuance of your passport and any required visas,
- b.* Cost of photographs for your passport and required visas, and
- c.* Cost of obtaining a certificate of birth, health or identity.

Glossary

Section I

Abbreviations

This section contains no entries.

Section II

Terms

Baggage—

Government property and/or personal property carried during a period of official travel.

Common (Commercial) Carrier—

Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, bus, airplane, or ship.

Continental United States—

The 48 contiguous States and the District of Columbia.

Government Conveyance—

Any transportation facility owned, operated, leased or chartered by the Government for transportation purposes on land, water, or in the air, including Aero Club aircraft. This includes bulk space procured by contract or charter for exclusive use of the Government.

Monetary Allowance in Lieu of Transportation—

A rate per mile allowed instead of the actual expenses of operating a privately owned conveyance or traveling by commercial means.

Overseas—

Outside the 48 contiguous States and the District of Columbia.

Per Diem—

A daily allowance paid instead of actual expenses for quarters, meals, and other necessary incidental expenses related thereto.

Permanent Station—

The post of duty or official station, including a ship, to which a member is assigned or attached for duty other than temporary duty or temporary additional duty.

Privately Owned Conveyance—

Any mode of transportation actually used for the movement of persons from place to place other than a Government conveyance or a common carrier.

Reimbursement—

The amount found to be due you based on your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order.

Special Conveyance—

A conveyance available on a commercial rental basis including a taxi if so rented, a rental auto, boat, or aircraft which is used on an official basis.

Temporary Duty—

Duty at one or more locations, other than the permanent station, at which a member performs duty under orders which provide for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station upon completion of duty.

Transportation Request (T/R)—

A written request (Standard Form 1169) of the United States Government issued by a Transportation Officer, or his

agent, upon presentation of travel orders. It is used to obtain transportation, accommodations, or other services from a common carrier that are chargeable to the Government.

Travel Voucher—

A prescribed form to be prepared by you to claim amounts due you after completing authorized travel.

Travel Order—

Authorization in writing to perform travel away from your permanent station.

Travel Status—

The period that a member is necessarily away from his permanent duty station, upon public business, pursuant to competent travel orders, including necessary delays en route incident to mode of travel and periods of necessary temporary or temporary additional duty.

Usual Mode of Transportation—

A mode of transportation authorized, required, or furnished by the Government. It is the most practical way travel can be performed. It includes the use of transportation facilities that are available for travel by the most direct, usually traveled route between points of official travel.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 033269-000

USAPA

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OneCol FORMATTER .WIN32 Version 144

PIN: 033269-000

DATE: 04-10-01

TIME: 14:31:14

PAGES SET: 12

DATA FILE: C:\wincomp\correx.fil

DOCUMENT: DA PAM 55-20

DOC STATUS: NEW PUBLICATION